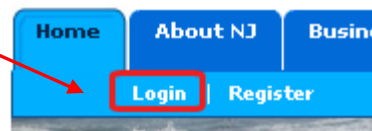


The Quick Guide to the Dental Amalgam Registration and Certification Renewal Process



1. Log on to www.nj.gov
2. Click on the Login link (above picture on far left).
3. Enter your Logon ID and Password.
4. On the left side column, click on DEPOne Services
5. A Message screen will appear, click “Continue.”
6. Click on “Dental Waste Registration-Renewal.”



- (NOTE: If you do not see the “Renewal” link, refer to guidance manual on page 2 of 10).
7. A screen noting Existing Applications should appear. Your facility should be listed. Click “Continue.”
 8. A screen noting Dental Waste Instructions will appear. Read the instructions and collect any needed information, then click “Continue.”
 9. A screen noting Facility Selection will appear. Click on the icon under “Access Facility”.
Note: You may only renew one facility at a time. If you have multiple practices, complete all the steps below, and then repeat beginning with Step 6 above.
 10. A screen noting Responsible Party should appear. Review the information, answer the question near the top of the page, click “Save.” Then, click the “Continue” button.
 11. On the Applicability Phase I screen, if your facility generates amalgam waste through ***placement or removal*** of amalgam, then click ***yes*** to the first question, and then select your type of dental practice. To select your dental practice, click on the appropriate practice. To select more than one, press “CTRL” key on your keyboard and click on the appropriate practices. Click “Continue.”
 12. On the Terms and Conditions screen, click the checkbox to accept the Terms and Conditions. The “Yes” button will then be enabled. Click “Yes.”
 13. On the Registration Specific Information screen, certify as appropriate by checking one or both boxes under the Certify column. Enter the make and model of your separator, answer the amalgam recycling question as appropriate. Click “Continue.”
 14. Enter your Certification PIN in the box, and click “Certify.” (Note: If you forgot your certification PIN, click on “Forgot Certification PIN” and follow the instructions.)
 15. A Service Summary screen will appear. Print this information (2 pages) for your files.

Contratulations! You are done registering. Remember to renew your register between October 1 and December 31 of each year.